

## STANDING RULES

### SAGINAW VALLEY STATE UNIVERSITY FACULTY ASSOCIATION

#### I. **RULES**

Robert's Rules of Order Revised shall be authority on all questions of procedure not specifically stated in this Constitution and body of Standing Rules.

#### II. **MEETINGS**

Sec. 1. If practicable, meetings of the General Membership shall be held monthly from September through April but, in any case not less than four times per year, at a place and time determined by the President. The time of any general meeting shall be determined with the consent of the Executive Board and announced at least seven days before the meeting. The President may, should he or she deem necessary, change the date, time, and/or place of the general meeting provided that the general membership shall be notified at least twenty-four (24) hours in advance.

Sec. 2. The President and/or the Executive Board may call special meetings of the Association upon twenty-four (24) hours notice to the membership of the time and place and the business to come before the meeting.

Sec. 3. Contract ratification meeting: The President, Vice-President, Secretary, and/or chairperson of the Negotiating Committee are authorized to sign contractual agreements, and amendments thereto, on behalf of the Association upon completion of the following procedures: (1) The distribution or announcement of (A) the report and recommendation of the Negotiating Committee, (B) the report and recommendation of the Executive Board, which shall have followed review by an authorized attorney or a professional representative, and (C) a written digest of proposed changes; and, (2) a general membership meeting called for the purpose of discussing the proposed agreement(s) at which either the agreement is ratified by a simple majority vote of those present or, if a quorum is not attained, the matter shall automatically refer to the Executive Board which may choose to ratify the agreement(s) on behalf of the membership by a unanimous vote of the total Board, or to conduct a polling of the membership by mail ballot or by polling on-campus at places and through methods outlined below under IX. Nominations and Elections.

Sec. 4. The Executive Board shall meet at least once each month from September through April. A suitable meeting place shall be announced by the Association's Faculty Secretary at least three days in advance of regularly scheduled board meetings. An agenda for the meeting shall be distributed to each Board Member at least two days prior to the meeting. Special meetings of the Executive Board may be called at any time by the President or any three members of the Board.

Sec. 5. The order of business of any meeting except an emergency meeting called by the President and/or the Executive Board; or except where otherwise provided, shall consist of (1) distribution of the agenda; (2) additions or changes to the agenda; (3) committee, treasurer's and/or special reports, as appropriate; (4) old business; (5) new business; and (6) adjournment.

### III. QUORUM

Sec. 1. For all meetings of the Executive Board, standing and special committees, a quorum shall consist of a majority of their respective members. For meetings to ratify a contract, a quorum shall be defined as 50% plus one of the total membership less those on official leave. For other meetings of the general membership, a quorum shall be defined in the same manner as that for curriculum ratification as specified in the SVSU Faculty Contract. Any matter properly on the agenda of any general membership meeting where a quorum fails to be achieved may be taken up at the next meeting of the Executive Board by two thirds vote thereof and approved on behalf of the membership by the affirmative roll-call vote of at least eight board members. The Board may choose to refer such matters to the general membership.

### IV. DUTIES OF OFFICERS

President: The President shall preside over meetings, appoint members of standing committees subject to approval by the Executive Board, be ex-officio member of all committees, serve as (serving as RA delegate *ex officio*, rule on questions not covered by the Constitution or Standing Rules, represent the Association before the public, be executive officer of the Association, and perform all other functions attributed to this office.

Vice-President: The Vice-President shall serve in the President's absence, work with one or more standing committees as delegated by the President, and shall be available to any member or members to assist in resolving and/or processing intra-association grievances. The Vice-President will chair the Nominations Committee and the Faculty Association Committee for Grievances.

Secretary: The Secretary shall keep accurate minutes of all meetings of the Association and the Executive Board, maintain official files, and assist the President with Association correspondence.

Treasurer: The Treasurer shall hold the funds of the Association and disburse them according to decisions of the Executive Board, maintain the roll of members, keep accurate accounts of receipts and expenditures, report to each meeting of the Association and the Executive Board, prepare the annual financial statement for the membership, keep the President and the Executive Board informed of the financial condition of the Association, and assist in drafting the annual budget.

Delegates:

- a. Representative Assembly Delegates: They shall keep the Association alert to significant actions by Region 12 of the Michigan Education Association and the M.E.A. itself. They shall also keep the Association informed of issues to be

presented to the State Representative Assembly and shall report on the proceedings of the Assembly. They shall represent the interests of the Faculty Association at the Representative Assembly and Region 12 as directed by the Executive Board. With the approval of the Board, any present Board member may serve as a RA alternate delegate or a MAHE alternate delegate.

- b. Delegates to the Michigan Association of Higher Education (MAHE): They shall keep the Association alert to significant actions by MAHE and shall report on the proceedings of its meetings. They shall represent the interests of the Faculty Association to MAHE and Region 12 as directed by the Faculty Association Executive Board.
- c. At-large members. They shall attend Faculty Association and FA Executive Board meetings and assist in Association business as available.

#### **V. POWERS OF THE EXECUTIVE BOARD**

Upon the Executive Board shall rest the duties, responsibilities, and final authority for conduct of the Association in all matters except as provided in the Constitution and Bylaws; the Board may at any time refer matters to the general membership for consideration.

#### **VI. DUTIES OF FACULTY ASSOCIATION (FA) FLOOR REPRESENTATIVES**

**Role:** To facilitate communication between the Faculty Association Executive Board and individual faculty by:

1. staying abreast of Executive Board activities
2. staying abreast of developments in their Faculty area
3. communicating Faculty concerns to the Executive Board
4. communicating Executive Board activities and issues to the Faculty in their area(s)
5. being knowledgeable about the Contract so they can answer questions about various provisions of the Contract or convey those questions to the Executive Board or Grievance Chair as is appropriate

**Members:** Each major physical location on campus where faculty members have their offices will have at least one Faculty Association Floor Representative.

**Coordinator:** The Faculty Association Vice-President coordinates Faculty Association Floor Representative activities.

**Meetings:** The Floor Representatives will meet at least once each semester (during the Fall and Winter semesters) with the Executive Board. The Vice-President may call additional meetings as necessary. Meetings during the Summer terms will be as needed.

**Selection and Length of Service:** Nominations for the Faculty Floor Representative positions will be generated by the FA President and Vice-President and approved by the Executive Board. Faculty Floor Representatives will serve one academic year commencing with the Fall Semester when the new FA officers take office.

## **VII. COMMITTEES**

### **A. Faculty Association Standing Committees:**

Faculty Association Committee for Contract Grievances; The F.A.C.C.G. shall receive and provide information and recommendations to the Executive Board and general membership regarding tenure, ethics, professional behavior and standards related thereto, and related personnel policies; and shall be responsible for administering the grievance procedure. At its option, the F.A.C.C.G. may act, on a formal or informal basis, to attempt to resolve by means of arbitration or mediation, disputes among faculty members or among members and students (where not otherwise dealt with satisfactorily by existing university procedures). The F.A.C.C.G. shall be chaired by the Vice-President. The F.A.C.C.G. shall be comprised of the President who shall be an ex-officio member and at least three other members of the Faculty Association who shall be chosen by the President and Vice-President and approved by the Faculty Association Executive Board.

### **B. Special:**

The President may appoint such other committees as he/she may deem advisable subject to approval by the Executive Board or the general membership.

## **VIII. PROFESSIONAL NEGOTIATIONS**

Sec. 1. All negotiations with the Saginaw Valley State University and Board of Control on matters of salary and conditions of professional practice shall be in compliance with Michigan Public Acts 282 and 379, 1965, any subsequent acts, Labor Meditations Board rulings, and court decisions. No administrator and/or supervisory personnel shall be involved with the establishment of goals, deliberations, or negotiations of faculty comprising the bargaining unit.

## **IX. NOMINATIONS AND ELECTIONS**

Sec. 1. The President and Vice-President shall appoint a nominating committee. The Vice-President will chair the Committee, and not less than three nor more than five members of the Faculty Association not currently holding elective office shall present nominations in writing to the membership at a general meeting of the Association during the month of March. Additional nominations may be made from the floor of the general meeting at which the Committee's nominations are presented.

Sec. 2. The President shall appoint an Elections Committee of at least three members of the Faculty Association to conduct elections. The Elections Committee shall prepare printed ballots and conduct the elections by secret ballot.

Sec. 3. No person shall be elected to an Association office unless he or she shall have received a majority of the ballots cast for that office.

Sec. 4. All new officers shall assume office on the first class day of the regular Fall Academic Term.

Sec. 5. Elections of officers shall take place during April as designated by the Executive Board. Such elections shall be by secret ballot and may be conducted at (1) a general membership meeting; (2) by mail; or, (3) by the use of one or more polling places to be established for this purpose on campus over three consecutive class days. Write-ins are permitted. In the event that no candidate for an office receives a majority of the votes cast, a run-off election including only the two candidates who received the most votes in the first case will be held as soon as may be practicable.

Sec. 6. The Elections Committee shall assure that the integrity and fairness of the electoral process is maintained. The sitting Executive Board shall be the final arbitrator of any and all disputes concerning electoral procedures and practices and shall formulate such additional procedures as may be deemed necessary to permit the Elections Committee to carry out its charge.

Sec. 7. Vacancies in office, including those pertaining to Sabbatical leave, shall be filled by persons elected by majority vote of the Executive Board to serve the remainder of the unexpired term. When there is vacancy in both the offices of President and Vice-President, the general membership shall be called upon to elect persons to serve in those capacities for the remainder of the respective unexpired terms.

**X. SPECIAL PROVISIONS FOR NOMINATIONS AND ELECTIONS**

**Sec. 1. Nominations of Members of the Contractual Standing Committees**

In the event that an Association meeting is called to elect members of Standing Committees, which are required by provisions in the Faculty Association Contract, and a quorum is not present, under this article nominations may still be made; however, the absence of a quorum precludes a vote being taken at that meeting. Within fourteen days of the meeting, the Executive Board shall circulate a list of those nominated and members shall have an opportunity to vote for the nominees either by written ballot or at polling stations.

**Sec. 2. Proxy Votes**

In election and ratification votes, proxy votes may be accepted on issues that are completely defined or in elections when the nominations are closed prior to the beginning of the meeting. No other proxy votes shall be accepted. Proxy votes must be delivered to the President of the Faculty Association or his/her designee personally by the proxy voter in a sealed envelope and must be signed and dated.

Notification about the acceptability of Proxy votes shall be included in the notice of the meeting.

**XI. ASSESSMENTS, PAYMENTS, OTHER FINANCIAL ISSUES**

Sec. 1. Dues of the Association shall consist of the total amount of local, state, and national affiliation dues. The dues amount shall be established by the Faculty Association Executive Board and ratified by the membership.

Sec. 2. Special assessments may be levied on recommendation of the Executive Board subject to approval by a majority vote at the next subsequent general meeting.

Sec. 3. Payment of bills: No bills shall be allowed unless fully itemized. All bills involving travel expenses shall state the means of travel, the name of the hotel, the date and price of room per day, a full explanation of all expenses, and the purpose of each trip. The authorized expenses of the members of the Association and regular operating expenses included in the budget shall be paid when due. Other expenses must be submitted for the approval of the Executive Board.

Sec. 4. Fiscal Year and Financial Report: The fiscal year will cover the period from September 1st to August 31st. The treasurer will prepare an annual financial report covering the preceding fiscal year. The report will include a complete list of disbursements by the Executive Board identified by check number, recipient, and purpose.

**XII. AMENDMENT**

Bylaws may be amended by majority vote at any regular membership meeting provided notice in writing of the proposed amendment is filed with the Secretary and presented at the monthly meeting preceding the one at which it is to be voted on. Amendments to bylaws have immediate effect unless otherwise provided.